

RRC Internship Posting: Office Administration Intern December 2011

Summary: This internship position is ideal for individuals seeking to gain broad applicable experience in a professional environment of a small consulting firm, and also specifically for those seeking experience in the following areas: Office Management, HR, Business Development, Executive Support, Business Management, Starting Own Business and Professional Services Consulting.

You will have the opportunity to:

Learn about overall office administration and management, including HR, development of Policy and Procedure, capital asset procurement and maintenance, internal team collaboration (through online tools and in-person)

Learn how to plan and execute highly effective and interactive meetings, including document preparation and logistics planning and execution

Learn how to support marketing and sales processes through CRM and other activities

Learn how to provide direct support to C-Level Executive including travel, meeting preparation, document archiving, research, tech tools, etc.

Qualifications:

College student or recent graduate: English, Finance, Accounting, and Business majors preferred

Proficient in MS Office Suite, with specific aptitude for financial and database apps

Excellent written and oral skills

Skilled in online applications and web research

Show accuracy and attention to detail

Superior organization, flexible and capable of managing multiple priorities simultaneously in a fast-paced office

Self-starter with a strong desire to learn

To apply:

Send your cover letter, resume and writing samples via email to:

Opportunities@RebeccaReynoldsConsulting.com.

This is a part-time unpaid internship.